

Workplace Violence

Internal Policy Memorandum

Purpose

The _____ is committed to providing a safe work environment free from violence for all employees. The _____ will not tolerate any form of violence in the workplace including verbal or physical threats or through intimidation which includes the possession of weapons in the workplace, which can undermine the safe and effective performance of employees while they work.

Policy

Violence and threats of violence include, but are not limited to:

- An act which is physically aggressive (hitting, shoving, fighting)
- A substantial, communicated or suggested intent to harm another, endanger the safety of an employee (s), or destroy property.
- Behavior or actions that carry a potential for violence (throwing objects, waving fists, destroying property, etc.).
- Obsessively directed behavior which threatens, seriously alarms, annoys, or harasses another person, and which serves no legitimate purpose, i.e., harassing phone calls, stalking, intensely focusing on a grudge or grievance, or pursuing a romantic interest in another employee who does not share that interest.
- Inappropriate use, display, or possession of firearms, weapons, or any other dangerous devices in the Capital Mall area. There is a weapons free zone in effect around the Capital Mall area. The definition of weapons is as follows: any type of firearm, fireworks, explosives, knives or similar objects with a blade in excess of six (6) inches and replica's and facsimiles of weapons

Implementation

Effective immediately, possession of a weapon in state facilities by any _____ employee at any time is expressly prohibited.

Duty to Report

Any potentially dangerous situation must be reported immediately and in accordance with the _____ procedures outlined in the procedures section of this policy.

Confidentiality

After reporting the situation, employees shall not discuss the matter with co-workers and persons not directly responsible for investigating the matter, except in cases when there is a probability of imminent physical injury by an employee.

Action

The _____ Threat Assessment Team will promptly convene an investigation to address concerns or incidents of workplace violence. Retribution and adverse treatment of employees who report concerns or incidents in good faith or who participate in an investigation is prohibited. If evidence exists to support the allegations of violence or threats of violence, and the offender is an employee, disciplinary action may occur, up to and

including immediate dismissal. If the offender is not an employee, other appropriate action will be taken.

Threat Assessment Team

The _____ Threat Assessment Team is responsible for assessing levels of risk, for intervening, and serving as a central repository of information to enhance the _____ effectiveness in preventing acts of violence.

Members of the Threat Assessment Team may include:

- _____ Administrator or designee;
- Legal Consultant; Deputy Attorney General;
- Chief, Bureau of Facilities Management, security and building safety issues;
- _____ Civil Rights Manager, investigation services and potential implications under the Americans with Disabilities Act (ADA);
- Situational advisors, such as a Supervisor, local law enforcement, local security, etc. These are individuals involved in, or who have knowledge about a situation, and would serve the Team on an ad hoc basis.

Employee Assistance Program (EAP)

The EAP can provide individual counseling to employees on a crisis response basis or on a longer-term basis if necessary.

PROCEDURES FOR DEALING WITH WORKPLACE VIOLENCE OR THREATS OF VIOLENCE

For Situations Requiring Immediate Medical Attention Beyond First-aid, or Involving an Imminent and Significant Risk of Substantial Harm

The following procedural guidelines apply in the event of a crisis situation. They are designed to minimize the threat of violence in the workplace and to respond to crisis situations.

Imminent means the threat must be based on the employee's current condition and not speculation about the employee's future condition, for example, an employee threatens violence to persons or property by waving a firearm.

Responsibilities and Actions

Responsibility of any employee discovering a crisis situation:

Action -

1. In all situations, if the violence appears to be imminent, take the precautions necessary to assure your own safety and the safety of others, and then call 911.
2. Contact building security at 334-2222.
3. Contact the Administrator or designee.

Responsibility of the Administrator or their designee:

Action -

Address the safety of those involved or affected by the crisis.